



Medication administration Policy

Purpose of the Policy:

It is Wonder Kidz's policy to ensure that medication brought to the service is stored and administered safely, with the appropriate documentation completed by both parents/guardians and staff.

Procedure:

Administrative staff responsibilities are:

- Advise and educate families on the Administering Medication Policy if requested.
- Participate in the annual review of the Administering Medication Policy.
- Ensure all Medication Forms are correctly completed and appropriately stored.

The Families responsibilities are:

- To complete the Medication Administration Form (as needed).
- Inform the service educators of the correct storage of the medication, for example in the refrigerator.
- Ensuring all medication is brought into the service in its original container, including over-the-counter medications and natural remedies, which are also required to be in their original container, with an expiry date and the child's name on them.

The staff members' responsibilities are:

- To check labels on medication to ensure the child's name, the name of the medication, dosage required, and expiry date of the medication is on the label.
- To ensure that prescribed medication is in its original container.
- Over-the-counter medication such as Panadol or natural remedies must also be in their original container, with an expiry date and the child's name on them.

Handing over Medication

- Parents or Guardians are required to hand the medication over to a staff member who is responsible to hand it over to the team leader who will place medication into the first aid box, stored at the service.
- Staff are to check that the medication is labelled appropriately (name of the child, dosage, and expiry date).
- Staff are to direct the parent/guardian to complete the Medication Administration Record.

Completing the Medication Administration Record

- Staff are required to complete the individual medication administration record each day for the medication requirements of children.

Storage of Medication

- All medication that is brought into the program is to be stored in an area that is not easily accessed by children. All medication must be labelled with the child's full name.

Administering Medication

- Medication can be administered **without the parent's authorisation**, in the case of asthma or anaphylaxis **emergency** only when the team leader is directed to do so by medical personnel, such as a doctor or ambulance officer.
- The staff are required to check that the medication is appropriately labelled with the child's name, dosage, and expiry date.
- The staff is required to administer the medication according to the parent's instructions on the medication permission form. Staff must check the dosage before it is administered with the team leader.
- The Staff and the witnessed team leader are required to include their full name and sign that that medication has been administered on the Medication Administration form.

REFERENCES:

- ACECQA National Quality Framework Resource Kit (2012)
- Quality Area 2 – Children’s health and safety
- Education and Care Services National Regulations (2011) R 92
- Education and Care Services National Law Act (2010) S 176

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